



## Budget Committee Town of Gilmanton, New Hampshire

Meeting

January 5, 2019

**6:00pm.** – Gilmanton Academy

### **Committee Members Present:**

Vice Chairman Anne Kirby, Joanne Melle, Grace Sisti, Stephen McWhinnie- Selectmen's Rep, Alec Bass, Malcom Macleod- School Board Rep., Steve Bedard, Patrick Hackley-Sawyer Lake Rep.

Also present: Danielle Bosco- recording Secretary, Heather Carpenter- Assistant Town Administrator, Brenda Paquette-Finance Director, and Patrick Bore- Town Administrator

**8:30am** Chairman Forst opened up the meeting of the Budget Committee.

**4130 Executive Budget: Mrs. Kirby moved \$233,414 for the proposed budget, Seconded by Mr. Macleod.**

- Mrs. Kirby made a motion to decrease the budget by \$3,000. Seconded by Mr. Bass for discussion.
- Mrs. Kirby said that she thought taking \$1,000 from line 271 for appreciation, \$1,000 for office supplies and \$1,000 for office equipment. In 2018 all the money wasn't spent.
- Chairman Forst called for a vote on the new budget for 4130- \$227,414.

**Voice Vote Yes-6 No-2- PASSED \$227,414**

**4140 Election & Register: Mrs. Kirby moved \$11,249 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes- 8 No- 0 PASSED- \$11,249**

**4150 Financial: Mrs. Kirby moved \$101,352 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes- 8 No- 0 PASSED- \$101,352**

**4151 Tax Collector / Clerk: Mrs. Kirby moved \$200,980 for the proposed budget, Seconded by Mr. Macleod.**

- Mr. Bedard made a motion to cut line 116 in half. Mr. Bedard stated at the Public Hearing Deb said she would do away with the part time position in order to get the scanning passed this year.
- Mrs. Carpenter said this person has to be certified and it would be hard to fill the position with only 5-7.5 hours a week.
- Mr. Bore said she needs both of these in her budget she was afraid of not getting the scanning approved.
- Mr. Bedard withdrew his motion.
- The Board discussed the record scanning and agreed it is a great move

**Voice Vote- Yes-8 No-0 PASSED- \$200,980**

**4152 Assessing: Mrs. Kirby moved \$108,966 for the proposed budget, Seconded by Ms. Sisti.**

**Voice Vote- Yes-8 No-0 PASSED \$108,966**

**4153 Legal: Mrs. Kirby moved \$220,000 for the proposed budget, Seconded by Mr. Macleod.**

- Mr. Bore said the Town are Defendants in a new lawsuit as well as two other ongoing lawasuits.
- Chairman Forst said any damages from these lawsuits would fall on the taxpayers.

**Voice Vote- Yes-8 No-0 PASSED \$220,000**

**4191 Planning: Mrs. Kirby moved \$39,920 for the proposed budget, Seconded by Mr. Macleod.**

- The Board discussed the restricted position and new hire pay increase is the reason for the budget to increase overall.

**Voice Vote Yes-8 No-0 PASSED \$39,920**

**4192 Zoning Board: Mrs. Kirby moved \$13,131 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$13,131**

**4193 Historic District: Mrs. Kirby moved \$4,785 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$4,785**

**4194 Government Buildings: Mrs. Kirby moved \$96,960 for the proposed budget, Seconded by Mr. Macleod.**

- Mrs. Kirby made a motion to reduce line 4194 by \$4,000, Seconded by Mr. Bedard.
- Mrs. Kirby questioned why money was being spent on the Old Town Hall when an assessment was being done and major repairs would be happening.
- The Committee discussed life safety issues needing to be dealt with.
- Mr. Macleod said custodial services has money still in the budget so they could cut out there.
- Mrs. Carpenter said the window cleaning was not done this year and they need to be.
- Mrs. Kirby said there has to be some savings due to the phone upgrade cost.

**Voice Vote to reduce the bottom line to \$92,960 Yes-7 No-1**

**Voice Vote Yes-7 No-1 PASSED \$92,960**

**4195 Cemetery: Mrs. Kirby moved \$13,579 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED \$13,579**

**4196 Insurance: Mrs. Kirby moved \$101,012 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED \$101,012**

**4210 Police Dept: Mrs. Kirby moved \$622,568 for the proposed budget, Seconded by Mr. Macleod.**

- Mrs. Kirby questioned the call pay request that was made.

- Chief Currier said this is wages for on call officers.
- Mr. Bedard questioned how much lower the overtime would be if they were fully staffed.
- Chief Currier said they spent about \$4,000 on overtime for shift coverage.
- Mr. Bedard made a motion to include the wage increase for the Chief and Sergeant.  
Seconded by Mr. Macleod for discussion.
- Mr. Bore said that the Board can discuss numbers but the Budget Committee can't vote on merit increases.
- Mrs. Carpenter said this is a bottom line budget not line by line.
- The Board came up with \$5,282 as the cost of the merit raise with medicare, holiday and retirement included.
- **Mr. Bedard made a motion to add \$5,282 to the bottom line budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1**

- Mr. Bore questioned how many open positions and how long it would take him to hire.
- Chief Currier said it depends on if he hires someone that is trained or not. A trained officer could start in 2-4 weeks, not trained will be 16 weeks for the Academy.
- Mr. Bore said the salary of the officers are for 12 months so there is extra money in the budget.
- Chief Currier said if he acquires a trained officer they may be at a higher rate of pay then what is in the budget.
- Chairman Forst questioned where the detail pay account is.
- Mrs. Paquette said it is not a budgeted item and isn't shown.
- Chairman Forst discussed the detail rate for the school dances being so high.
- Chief Currier stated he was directed to charge this much.
- Mr. McWhinnie said the cost to the Town just needed to be covered not over.
- Chief Currier said he would get back a price for the Budget Committee.

**Mrs. Kirby moved \$627,850 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote yes-7 no-1 PASSED \$627,850**

**4220 Fire Department: Mrs. Kirby moved \$698,641 for line 4220, Seconded by Mr. McWhinnie.**

- Mrs. Kirby questioned the part time line.
- Chief Hempel said this is used for per diem, sick, vacation time. This year staff didn't use all of their sick and vacation time.

**Mrs. Kirby made a motion to move \$698,641 as the Budget Committee's recommendation for line 4220, Seconded by Mr. McWhinnie. Voice vote- yes-8, no 0**  
**4240 Building Inspector: Mrs. Kirby moved \$52,992 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED \$52,992**

**4290 Emergency Management: Mrs. Kirby moved \$2,500 for the proposed budget, Seconded by Mr. Macleod.**

- Mr. Bedard questioned why the Highway Department had worked at the Transfer Station and not doing roads.
- Mr. McWhinnie said they are doing work for the Town and the roads aren't suffering because of it. A Generator was put in by the Highway Department.
- Mr. Bedard said that should have come out of the Transfer Station line.
- Mrs. Paquette said there is no salary in Government Buildings and it came out of Highway.
- Mrs. Carpenter said they are more like a Public Works Department and are able to do different things done in Town.

**Voice Vote Yes-7 No-1 PASSED \$2,5000**

**4311 Public Works: Mrs. Kirby moved \$416,374 for the proposed budget, Seconded by Mr. Macleod.**

- Mr. Bedard questioned why the Highway Department had worked at the Transfer Station and not doing roads.
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- Mr. Bedard said that should have come out of the Transfer Station line.
- Mrs. Paquette said there is no salary in Government Buildings and it came out of Highway.
- Mrs. Carpenter said they are more like a Public Works Department and are able to do different things done in Town.

**Voice Vote Yes-7 No-1 PASSED \$416,374**

**4312 Highways & Streets: Mrs. Kirby moved \$372,263 for the proposed budget, Seconded by Mr. Macleod.**

- **Mr. Macleod made a motion to reduce the overall budget by \$4,000, Seconded by Mrs. Kirby.**
- Mr. McWhinnie said they didn't come in much under budget last year.
- Mr. Bass said if a few culverts have to not be done in order to keep the budget down that's what will have to be done.

**Voice Vote to reduce the overall budget by \$4,00 Yes-3 No-5****Voice Vote- Yes-5 No-3 \$372,263**

**4316 Street Lighting: Mrs. Kirby moved \$4,500 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED**

**4319 Road Betterment: Mrs. Kirby moved \$277,049 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED**

**4323 Hazardous Waste: Mrs. Kirby moved \$3,530 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED**

**4324 Transfer Station: Mrs. Kirby moved \$327,152 for the proposed budget, Seconded by Mr. Macleod.**

- Mr. Bedard spoke about finding a way to reduce the cost by getting a scale.
- Mrs. Paquette spoke about Contractor's not using the Transfer Station.
- Mr. McWhinnie said the fees will be looked at.
- Mrs. Kirby made a motion to reduce line 661 by \$2,000, Seconded by Ms. Sisti.

**Voice Vote Yes-7 No-1 Reduced by \$2,000**

- Mr. Bedard questioned where the old Skidsteer is and if the Town is selling it.
- Mr. McWhinnie said it is at the Highway Department now.

- Mr. Bedard questioned why the Town is keeping this.
- Mrs. Paquette said there won't be major use from the Highway Department and no major money will go into this.

**Voice Vote Yes-7 No-1 PASSED- -\$325,049**

**4414 Animal Control: Mrs. Kirby moved \$500 for the proposed budget, Seconded by Mr. Macleod.**

**4415 Outside Agencies: Mrs. Kirby moved \$31,008 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-7 No-1 PASSED**

**4441 General Assistance: Mrs. Kirby moved \$6,509 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No0 PASSED**

**4520 Park & Recreation: Department requested-\$17,729 Board of Selectmen recommend-\$19,543**

- Mrs. Kirby made a motion to reduce the budget by \$1014 because she feels the skating rink has been thought through significantly enough. Seconded by Mr. Macleod.
- Mrs. Kirby said the skating rink is also a liability.

**Voice Vote Yes-6 No-2 Reduced-\$1014**

**Voice Vote Yes-6 No-2 PASSED \$18,529**

**4550 Library: Mrs. Kirby moved \$7,500 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$7,500**

**4583 Patriotic Purposes: Mrs. Kirby moved \$4,650 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$4,650**

**4611 Conservation Commission: Mrs. Kirby moved \$4,082 for the proposed budget, Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$4,082**

**4711 & 4712 Principal Debt Services: Mrs. Kirby moved \$124,152 for the proposed budget,  
Seconded by Mr. Macleod.**

**Voice Vote Yes-8 No-0 PASSED \$124,152**

**Warrant Articles:**

- 1. (By Petition) Amend Historic District Map to remove**
- 2. Bond issuance for Stage Road Bridges- \$2,300,000**
  - Mr. Bore explained that the Town will be reimbursed 80% of the construction costs of this project after completion.
  - Mr. McWhinnie said the bridges are coming in precast and will rise 3 ½ feet over the flood plain.

**Voice Vote Yes-8 No-0**

- 3. Tax impact on Ballot-**

**Voice Vote Yes-8 No-0 Recommended**

- 4. Prisoners of War Exemption- Not monetary**
  - The Committee discussed this warrant article doesn't need to have a recommendation.
- 5. Raise & Appropriate Operating Budget- 4,113,881**
  - The Committee discussed their concern with the default budget set by the Selectmen and are not comfortable with the numbers presented.

**Voice Vote Yes-8 No-0 Recommended**

- 6. Crystal Lake Road Bridge final design/bidding-\$70,000**
  - The Board discussed re-wording the warrant article because money is being spent because they are only raising \$14,000 by taxation.
  - Mrs. Paquette said this can be in the voter's guide.
  - Chairman Forst said he didn't think this would be an issue changing the wording in the article.

**Voice Vote Yes-8 No-0 Recommended**

- 7. Property Revaluation Cap Outlay- \$98,000**



- \$87,000 will be withdrawn from the CRF and the balance from taxation
- Mr. Bass asked if you could add per RSA this has to be done
- Mrs. Paquette said it can be added

**Voice Vote Yes-8 No-0 Recommended**

**8. Revaluation Assessment Update Cap Res- \$30,000**

**Voice Vote Yes-8 No-0 Recommended**

**9. Court Cases Non-Cap Res- \$30,000**

- Chairman Forst said this didn't pass last year and these funds need to be supported so money can be saved.

**Voice Vote Yes-8 No-0 Recommended**

**10. Replace Ambulance Cap Res- \$50,000**

- Chief Hempel said that he is looking to spread the cycle of ambulances and is looking to purchase one in 2020.

**(Voice vote- Yes-8, No 0) Recommended**

**11. Refurb/Replace Fire truck Cap Res- \$75,000**

- Chief Hempel said the Fire Truck needs to be replaced in 2021 and the cost is \$800,000. The CRF was not funded for years so they will have to finance a huge portion.
- Mr. McWhinnie made a motion to amend the warrant article to \$100,000, Seconded by Mr. Macleod.
- Mrs. Paquette said you have to amend warrant article numbers at deliberative.
- Chairman Forst said it saves tax payers money by putting money into the CRF's and they need to be better funded.
- Mr. McWhinnie withdrew his motion to amend the warrant article due to not being able to change numbers until deliberations.

**(Voice vote- Yes-8, No 0) Recommended**

**12. FD Vehicle Repairs Non-Cap Res- \$5,000**

- Chairman Forst moved the proposed warrant article 12, Seconded by Mrs. Kirby.
- Chairman Forst said that the current balance in the CRF is \$20,515
- Chief Hempel said the request for this warrant article is because they spent \$6,000 out of that this year.

- The Board discussed Chief Hempel has money in his repair line budget and they would like to push more for the warrant article for the Fire Truck.
- Chief Hempel said he is fine with not moving forward with this warrant article and will ask the Selectmen to remove it.

**Voice vote. Yes-0 No-8 Not Recommended**

**13. Recycling/Transfer Facility Improvements Cap Res- \$30,000**

- Currently the CRF has \$20,000 and they are adding \$30,000
- Chairman Forst questioned what updates need to be done as this account would now have \$50,000
- Selectmen McWhinnie said siding, seal coating the driveway and electrical
- Mrs. Paquette said that he wanted to put a roof over the compactor
- Chairman Forst said he would like to see a plan and cost estimate and have that put in the budget
- Mrs. Carpenter said her thought is that would increase the budget so much for a one-time expense.

**Voice Vote Yes-3 No-5 Not Recommended**

**14. Highway Equipment Cap Res (Pickup truck replacement)- \$43,656**

- Chairman Forst said he was glad to see the maker of the truck removed.

**Voice vote. Yes-8 No-0**

**15. Highway Equipment Cap Res (Loader replacement)- \$190,000**

**Voice vote. Yes-8 No-0**

**16. Capital Outlay Iron Works Fire Station Roof- \$30,000**

- Chairman Forst said he would like to see the lease on the building updated.
- Chief Hempel said the roof needs to get done but agrees that the lease needs to be updated and it can be brought forward again next year.

**Voice vote. Yes-0 No-8 Not Recommended**

**17. Appoint Selectmen as Agents to certain funds- Not monetary**

**18. Academy Building Mech upgrades & Prof. Engineering Cap Res**

- Several items such as cameras, stairs, wall, drainage need to be done
- Chairman Forst said he would like to see a plan.
- Mr. Bedard said \$10,000 was just put into the budget for repairs

- Mrs. Carpenter said this is the only CRF for the building

**Voice vote. Yes-1 No-7 Not Recommended**

**19. Non-Cap Res Fund for Town computer Replacement- \$5,000**

**Voice vote. Yes-8 No-0 Recommended**

**20. Parks, Playground & Recreation Commission Dissolution**

**21. Recycling Equipment CRF \$50,000**

**Voice vote Yes-8 No-0**

**22. Establish new Cap Res Fund for Parks & Recreation Facility \$3,000**

- Mrs. Kirby questioned what the plan is
- Mrs. Carpenter said there are several trees that need to be taken care of and he picked \$3,000 of trees that needed to be done the most.
- Mrs. Kirby said that CRF shouldn't be set up to use them right away they should be for saving.
- Mrs. Carpenter said that there is no fund set up for this and there are issues that need to be dealt with and having a fund set up will help with this.
- Mrs. Melle questioned if at deliberative they could change this and add it into a budget.
- Mr. Bedard said they should come get quotes before deliberative.

**Voice vote. Yes-0 No-7 (1 voting member not present for voting) Not Recommended**

**23. Parks & Recreation Equipment Repair/Replacement CR Fund- \$6,000**

- Mr. Bedard questioned what type of equipment
- Mr. McWhinnie said a front end loader
- Mr. Bore said this purchase is \$18,000 so after 3 years they can purchase it

**Voice vote. Yes-8 No-0 Recommended**

**24. Old Town Hall Assessment- \$11,000**

**Voice vote. Yes-8 No-0 Recommended**

**25. (By petition) GYR Library Funds \$47,700**

**Voice vote. Yes-8 No-0 Recommended**

**26. (By petition) General Public Access to Academy Building**

**Revenue-**

- Chairman Forst called for a vote on \$1,886,398 for Revenue

**Voice vote. Yes-8 No-0**

**Default Budget-**

- Mrs. Kirby asked Mr. McWhinnie if he could have the Selectmen look again at the default on several lines including
  - Executive line 429
  - Assessing line 110
  - Planning lines 390 and 115
  - Government Buildings line 110
  - Police lines 411 & 390
  - Fire Department lines 411, 635, 636
  - Building Inspector lines 110 & 390
  - Highway Administration line 636
  - Transfer Station lines 410, 806, 341
  - Parks & Recreation line 115
  - Conservation Commission line 115
  - Hazardous Waste line 800

Chairman Forst said the overall budget is up 10% this year and in previous years it has only been up by 2%.

**Adjournment:** Mr. Macleod made a motion to adjourn at 5:47pm, seconded by Mrs. Kirby; All were in favor.

Respectfully Submitted,

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Danielle Bosco

Recording Clerk